

JOB DESCRIPTION

Position Title: Head Teacher

Center: Preschool

Supervisor: Preschool Director

Compensation:

Work Schedule: Full Time/ Permanent

Purpose: The YMCA of Paterson is a non-profit 501 (c)(3) organization, which promotes values through programs that build healthy spirit, mind, and body through educational, recreational, and residential programs for people of all ages. The primary purpose of the YMCA of Paterson has always been to serve youth and their families.

JOB SUMMARY: Responsible for the supervision of all classroom staff and curriculum. Supports the professional development of classroom staff and ensures the collaboration of program activities with the staff, students and parents.

Requirements:

- **Communicate, teach, and model the YMCA of Paterson Values: Caring, Honesty, Respect, & Responsibility**
- **Communicate, teach, and model the YMCA Focus: Youth Development, Healthy Living, & Social Responsibility**
- **Follow and adhere to the YMCA of Paterson Policies and Procedures**

Qualifications:

- BA/MA in Early Childhood Education or Related Field
- P-3 or Teacher's Certification in Early years of Education
- Able to work under supervision.
- Respectful and courteous with children, parents and staff.
- Good health confirmed by a physical examination. Includes the ability to lift 20 – 30 lbs.
- Fingerprint and criminal record check clearance by the State Department of N.J.

RESPONSIBILITIES

- Maintain professional development hours annually and attend a professional conference yearly. (20 hours yearly)
 - Maintain a membership to a professional early childhood organization.
 - Must demonstrate and provide proof of your connection with the community served by the preschool.
 - Must understand and maintain the confidentiality of student records and knowledge of family information.
- A. Program – Develop and monitor developmentally appropriate program activities
1. Maintain a program that meets the emotional, physical, intellectual and social developmental needs of the individual child and the classroom.
 2. Coordinate the Teaching staff's schedules with the Director.
 3. Assist the Teaching staff in organizing work and a sound use of time.
 4. Development of total staff and YMCA departments' participation in the pre-school program.

5. Reporting to Program Director curriculum and program needs (i.e. materials, programs, fieldtrips)

B. Supervision

1. Responsible for the professional growth and development of teaching staff:

- Observe Teaching staff in classrooms. Provide relevant feedback to assist staff's development.
- Schedule and carry out consistent staff meetings with the teaching staff.
- Provide and / or schedule in-service trainings to support the developmental needs of the staff.
- Help staff to develop relationships with parents, other staff members and children.
- Assist teaching staff in carrying out the mission and values of the pre-school and Paterson YMCA.

2. Coordinate volunteers, student teacher & etc.

- Orient them to the agency
- Schedule & maintain work-time and classroom assignments
- Interpret responsibilities and relationships to staff and other departments of the program.

3. Curriculum development.

- Oversee the various aspects of the curriculum. Ensure that teaching staff have and carry out weekly lesson plans.
- Communicate and collaborate with district representatives to ensure proper facilitation of all assessments, portfolios and student performance records.
- Assist the Family Workers and the District in the transitioning of students to kindergarten.

C. Administration

1. Coordinating the daily schedules of staff to coincide with proper supervision of classrooms.
2. Provide on-going written evaluations of teaching staff. Review evaluations with Program Director. Written evaluations should be reviewed prior to bi-annual and annual agency's staff progress reports.

Job descriptions and specifications are no intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with the job. They are intended to be accurate reflection of the principle requirements

Effective date: _____

Note – Job description is under revision